

REQUEST FOR FUNDING ALLOCATION

LOCAL HIGHWAY PROJECTS

Local Agency Letterhead

To: (DLAE Name)
District Local Assistance Engineer
Caltrans, Office of Local Assistance
(District Address)

Date :

PPNO: _____
EA: _____
(Brief Project Description)
(Location)
(County)
Assembly District: ____
Senate District: ____

Dear (DLAE Name)

We request that [the California Transportation Commission *or* Caltrans] (*indicate approval authority per Checklist instructions*) allocate (total dollar amount of this request) of Regional Improvement Program or Interregional Improvement Program funding for this project.

Project Description:

Enter description of project location and scope from Project Nomination Sheet.

Output/Outcome:

Enter action(s) to be taken and quantifiable benefits or results.

A. Fund Allocation Summary

<u>Project Component</u>	Fund Allocation (This Request)
Environmental Studies & Permits	\$ _____
Plans, Specifications & Estimate	\$ _____
Right of Way	\$ _____
Construction	\$ _____
Total	\$ _____

B. Total Project Funding Plan by Fiscal Year

List all funding sources and anticipated fund usage by year. If there are any funding conditions, describe type of conditions, i.e. proportional split of funds across all components, STIP funds first, etc.
(If attached Project Nomination Sheet includes this detail and it is still current, it is not necessary to repeat the information here.)

C. Type of STIP Funding

Indicate type of STIP funding required. (Federal/State or State-only)

D. Request for Additional STIP Funding

If this request exceeds the amount programmed for any component, provide justification and the following information:

Additional funding required \$ _____
County reserves available \$ _____
County share advance required \$ _____ (If county reserves are inadequate to fund the shortfall)

E. Request for Advance of STIP Funding

If this request for funding is for STIP funding programmed in a future Fiscal Year, provide justification.

F. Status of Project

- 1) Completion of Environmental Document:
CEQA - Describe document type and date. (Required for all components except environmental studies)
NEPA - Describe document type and date. (Required for Right of Way and Construction, if applicable)
- 2) Right of Way Certification:
If this request is for Federal Construction funding, indicate the date right of way has been certified (or will be certified) for the project.
- 3) Construction
If this request is for Construction funding, whether project is ready to advertise (or the date the project will be ready to advertise.)

G. Timely Use of Funds

We request that [the Commission *or* Caltrans] allocate these funds [at the _____ meeting *or* by _____.] (*use appropriate wording per Checklist instructions*)

(Indicate the actual date that work on the project component commenced, if work on this component started prior to allocation as allowed by the provisions of AB 872. Eligible work with costs incurred up to 12 months before allocation will be reimbursed subject to the limitations described in Section 23.3, Chapter 23 of the *Local Assistance Program Guidelines*.)

H. Local Agency Certification:

This Request for Funding allocation has been prepared in accordance with the *Procedures for Administering Local Grant Projects in the State Transportation Improvement Program (STIP)*. I certify that the information provided in the attached checklist is accurate and correct. I understand that if the required information has not been provided this form will be returned and the funding allocation may be delayed. Please advise us as soon as the fund allocation has been approved. You may direct any questions to _____ at _____

(name) (phone number)
Signature _____ Title: _____ Date: _____

I. Regional Transportation Planning Agency/County Transportation Commission Concurrence:

(See attached Request for Funding Allocation Checklist for requirements.)

Concurred

Signature _____ Date: _____
(Title) (Agency/Commission)

J. Caltrans District Local Assistance Engineer Acceptance:

I have reviewed the information submitted on the Request for Funding and agree it is complete and has been prepared in accordance with the procedures outlined in Chapter 23 of the *Local Assistance Program Guidelines*.

Signature _____ Date: _____
(Title)

Attachments:

- Project Nomination sheet
- Funding Allocation Checklist
- Others (as required, i.e., state-only funding exception approval, Justification for construction deadlines longer than 36 months, Preaward Audit Request, Audit Disposition letter, State-only Finance Letter, Local Road Rehabilitation Project Certification, etc.)

Distribution: (1) Original + 1 copy to DLAE (2) copy to Regional Planning Agency/County Transportation Commission